



## Mailing Services Clerk II

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### Details

**Job ID : 487**

**Title :** Mailing Services Clerk II

**Job Code :** 519

**Salary :** \$1,784.00 (Monthly)

**Grade :** 5

**Tenured :** YES

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### Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

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### Purpose

Responsible for receipt, distribution, and posting of all postal service mail for the AOC millcreek complex.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 2 Years of Related Experience

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### Job Required Knowledge

- 2 years related experience must be as Mailing Services Clerk I

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### Job Skills/Abilities

- Basic computer skills
- Communication skills
- Ability to lift 25 pounds and stand for long periods
- Valid driver's license

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### Job Preferred Knowledge

- AOC departmental structure

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### Job Duties

- Receive and distribute incoming mail
- Process all outgoing postal service mail
- Open and date stamp mail for departments requesting that service
- Process departmental mass mailings in preparation for posting
- Maintain postage account information
- Assist with other shipping duties as necessary
- Other duties as assigned